



# HRAPAY

## AGENCY PAYROLL

### Chapter 4 – Maintain Infotypes

The employee may request certain information on master data infotypes changed such as Tax information or bank information. The role of Agency Payroll Systems Management Systems can perform these changes.



# Demonstration

## Maintain W4/W5 Withholding Infotypes (PA30)

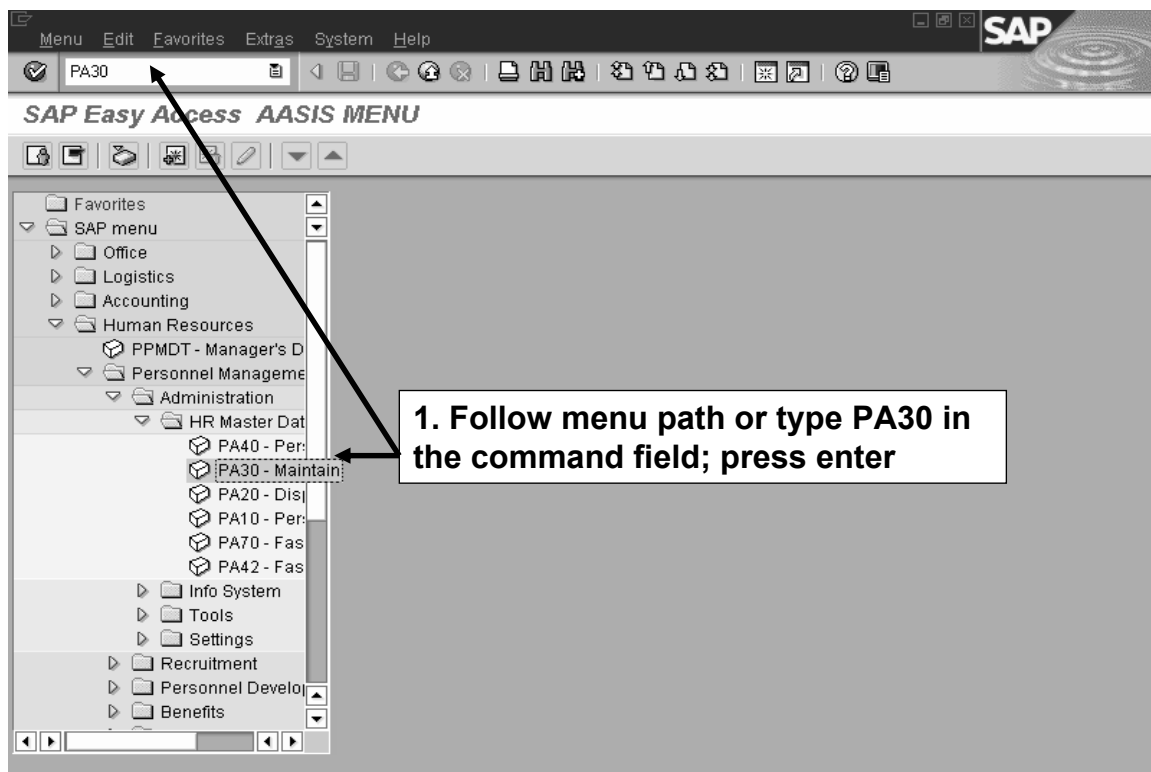




## EXERCISE SCENARIO

**You receive a new W4/W5 for an existing employee who desires to change their filing status on federal taxes. Maintain the employee's withholding information using the copy mode in AASIS**

# Maintain W4/W5 Infotypes Infotype (0210)

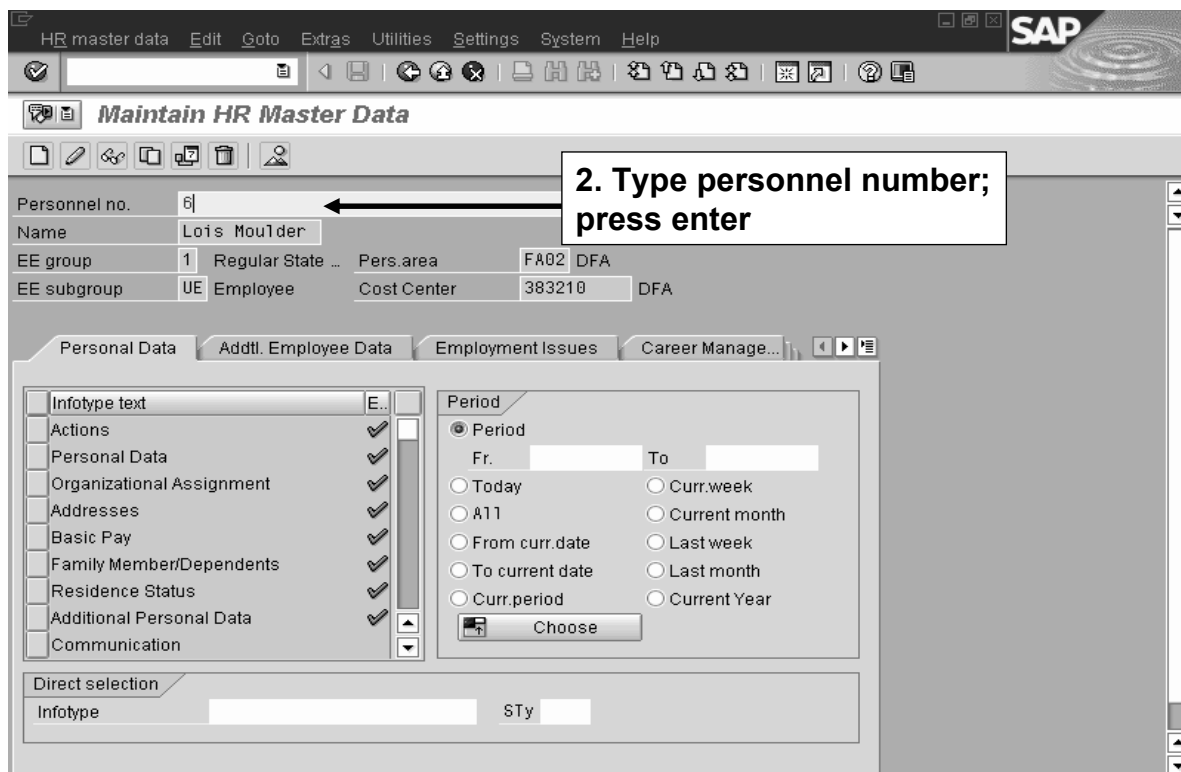


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The menu path is Human Resources > Personnel Management > Administration > HR Master Data > Maintain.

## Maintain W4/W5 Infotypes Infotype (0210)



**2. Type personnel number; press enter**

Personnel no. 6  
 Name Lois Moulder  
 EE group 1 Regular State ... Pers.area FA02 DFA  
 EE subgroup UE Employee Cost Center 383210 DFA

Personal Data Addtl. Employee Data Employment Issues Career Manage...

Infotype text E..  
 Actions ✓  
 Personal Data ✓  
 Organizational Assignment ✓  
 Addresses ✓  
 Basic Pay ✓  
 Family Member/Dependents ✓  
 Residence Status ✓  
 Additional Personal Data ✓  
 Communication ✓

Period  
 Fr. To  
 Today Curr.week  
 All Current month  
 From curr.date Last week  
 To current date Last month  
 Curr.period Current Year  
 Choose

Direct selection  
 Infotype STy

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Always verify the employee's name before you process any master data changes.

## Maintain W4/W5 Infotypes Infotype (0210)

HR master data Edit Goto Extras Utilities Settings System Help

**Maintain HR Master Data**

Personnel no. 6

EE g s.area FA02 DFA

EE subgroup UE Employee Cost Center 383210 DFA

Personal Data Addtl. Employee Data Employment Issues Career Manage...

Infotype text E..

Actions ✓

Personal Data ✓

Organizational Assignment ✓

Addresses ✓

Basic Pay ✓

Family Member/Dependents ✓

Residence Status ✓

Additional Personal Data ✓

Communication ✓

Period

Period

Fr. To

Today Curr.week

All Current month

From curr.date Last week

To current date Last month

Curr.period Current Year

Direct selection

Infotype 0210 STy

4. Click copy icon

3. Enter 0210 in Infotype field

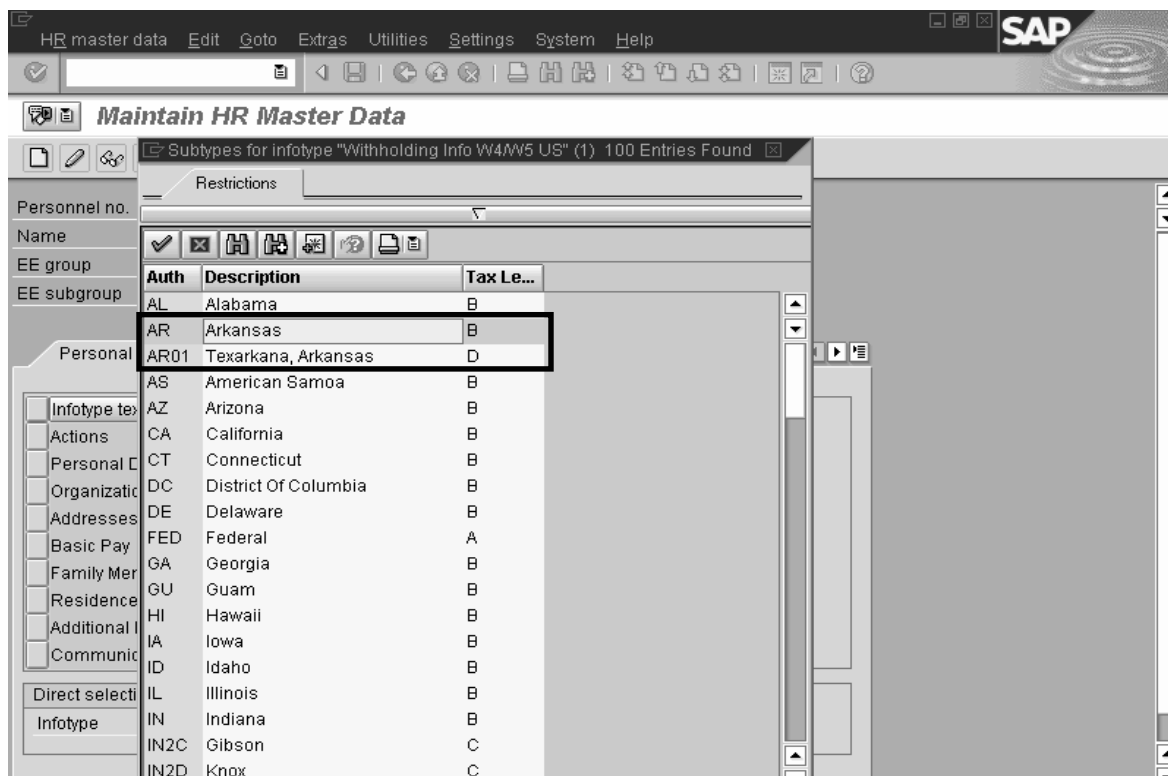
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Infotype 0210 is the Withholding W4/W5.

The copy icon will provide you with a history. **Never use the change or create icon when maintaining this infotype.**

## Maintain W4/W5 Infotypes Infotype (0210)



Auth	Description	Tax Le...
AL	Alabama	B
AR	Arkansas	B
AR01	Texarkana, Arkansas	D
AS	American Samoa	B
AZ	Arizona	B
CA	California	B
CT	Connecticut	B
DC	District Of Columbia	B
DE	Delaware	B
FED	Federal	A
GA	Georgia	B
GU	Guam	B
HI	Hawaii	B
IA	Iowa	B
ID	Idaho	B
IL	Illinois	B
IN	Indiana	B
IN2C	Gibson	C
IN2D	Knox	C

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The Withholding Info W4/W5 infotype stores the information presented by the employee on the W4/W5. This information is used by payroll to calculate withholding tax.

The subtypes that are used in AASIS:

- 1) AR Arkansas. – State Tax
- 2) AR01 Texarkana, TX (see below)

Employees living within the city limits of Texarkana, AR – These employees do not have to work in Texarkana, AR or Texarkana, TX. In fact, there are no limitations as to where they work to be exempt from Arkansas income tax. However, employees working within the city limits of Texarkana, AR but do not live within the city limits of Texarkana, AR are not exempt from

## Maintain W4/W5 Infotypes Infotype (0210)

Auth	Description	Tax Le...
AL	Alabama	B
AR	Arkansas	B
AR01	Texarkana, Arkansas	D
AS	American Samoa	B
AZ	Arizona	B
CA	California	B
CT	Connecticut	B
DC	District Of Columbia	B
DE	Delaware	B
FED	Federal	A
GA	Georgia	B
GU	Guam	B
HI	Hawaii	B
IA	Iowa	B
ID	Idaho	B
IL	Illinois	B
IN	Indiana	B
IN2C	Gibson	C
IN2D	Knox	C

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(continued)

Arkansas income tax. For example, the employee lives in Hope, AR and works within the city limits of Texarkana, AR is not exempt from Arkansas income tax.

Employees living within the city limits of Texarkana, TX – These employees **MUST** work within the city limits of Texarkana, AR to be exempt from Arkansas income tax. They are not exempt from Arkansas income tax if they work anywhere else in Arkansas. For example, an employee that lives in Texarkana, TX but works in Magnolia, AR is not exempt from Arkansas income tax





## Maintain W4/W5 Infotypes Infotype (0210)

**Maintain HR Master Data**

Subtypes for infotype "Withholding Info W4/W5 US" (1) 100 Entries Found

Auth	Description	Tax Le...
AL	Alabama	B
AR	Arkansas	B
AR01	Texarkana, Arkansas	D
AS	American Samoa	B
AZ	Arizona	B
CA	California	B
CT	Connecticut	B
DC	District Of Columbia	B
DE	Delaware	B
FED	Federal	A
GA	Georgia	B
GU	Guam	B
HI	Hawaii	B
IA	Iowa	B
ID	Idaho	B
IL	Illinois	B
IN	Indiana	B
IN2C	Gibson	C
IN2D	Knox	C

**4. Double-click the FED subtype**

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(continued)

## FED – Federal Income Taxes



## Maintain W4/W5 Infotypes Infotype (0210)

Infotype Edit Goto Extras System Help

**Copy Withholding Info W4/W5 US**

Personnel No. **5. Change start date** Job No. Status Active

EE group Regular State Em... Personnel ar FA02 DFA

EE subgroup US Employee SSN 126-60-6870

Start 08/06/04 to 12/31/9999

Status

Tax authority FED Federal Tax level A Federal

Filing Status 01 Single

Exemptions

Allowances

Tax Exempt Indicator ☐ IRS mandates

Withholding adjustments

Add withholding USD

Default formula 1 PERCENTAGE M... Alternative formula

W-5 filing status

EIC status

Overrides (from Infotype 0234)

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Changes to the employee's taxes should be made effective after the last received warrant date. For example for payperiod 19 (08/29/04 – 09/11/04), the received warrant date is 09/17/04. Therefore, the start date would be the day after (09/18/04). If you use a date before the last received warrant date, it would cause a retro-calculation and adjustment in taxes.

# Maintain W4/W5 Infotypes Infotype (0210)

Infotype Edit Goto Extras System Help

**Copy Withholding Info W4/W5 US**

Personnel No 6 Name  
EE group 1 Regular State Em... Personnel ar  
EE sub  
Start

**6. Click the drop-down icon**

Status  
Tax authority FED Federal  
Filing Status 01 Single

Exemptions  
Allowances  
Tax Exempt Indicator IRS n

Withholding adjustments  
Add.withholding USD  
Default formula 1 PERCENTAGE M... Alternati

W-5 filing status  
EIC status

Overrides (from Infotype 0234)

Filing status (1) 4 Entries Found

Restrictions

Tax Authority: FED

F	Long Text	Start date	End Date
01	Single	01/01/1980	12/31/9999
02	Married	01/01/1980	12/31/9999
06	Head of household or family	01/01/1980	12/31/9999
15	Married single tax rate	01/01/1980	12/31/9999

**7. Double-click appropriate filing status**

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When an employee selects the filing status on their W4 request to be entered at the higher single tax rate, you can now select 15 – Married single tax rate. This option will list them as Married and will use the single tax rate for calculations.



## Maintain W4/W5 Infotypes Infotype (0210)

Infotype Edit Goto Extras System Help

SAP

**Copy Withholding Info W4/W5 US**

Personnel No 6 Name Lois Mo... Status Active

EE group 1 Regular State Em... Personnel ar FA02 DFA

EE subgroup UE Employee SSN 126-68-6870

Start 08/06/04 to 12/31/9999

Status

Tax authority FED Federal Tax level A Federal

Filing Status 32 Single

Exemptions

Allowances  Tax Exempt Indicator  ☐ IRS mandates

Withholding adjustments

Add withholding  USD

Default formula PERCENTAGE M... Alternative formula

W-5 filing status

EIC status

Overrides (from Infotype 0234)

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If the employee requested any additional allowances and/or additional withholding amounts, you will enter that information from the W4/W5 form.

If an employee is claiming exempt on their W4, the Tax Exempt Indicator field must contain an 'R'.

If an employee qualifies for EIC (Earned Income Credit) status, a W5 form indicating such must be filled out by the employee each year that they are eligible.



## Maintain W4/W5 Infotypes Infotype (0210)

Infotype Edit Goto Extras System Help

**Copy Withholding Info W4/W5 US**

**9. Click to validate**

Name	Lois Mo...	Status	Active
EE group	Regular State Em...	Personnel ar	FA02 DFA
EE subgroup	UE Employee	SSN	126-68-6870
Start	08/06/04	to	12/31/9999

Status

Tax authority FED Federal Tax level A Federal

Filing Status 32 Single

Exemptions

Allowances

Tax Exempt Indicator ☐ IRS mandates ☐

Withholding adjustments

Add withholding USD

Default formula 1 PERCENTAGE M... Alternative formula

W-5 filing status

EIC status

Overrides (from Infotype 0234)

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## Maintain W4/W5 Infotypes Infotype (0210)

Infotype Edit Goto Extras System Help

**Copy Withholding Info W4/W5 US**

**10. Click to validate again**

Name	Lois Mo...	Status	Active
EE group	Regular State Em...	Personnel ar	FA02 DFA
EE subgroup	UE Employee	SSN	126-60-6870
Start	08/06/2004	to	12/31/9999

**Status**

Tax authority	FED	Federal	Tax level	A	Federal
Filing Status	02	Married			

**Exemptions**

Allowances		
Tax Exempt Indicator		<input type="checkbox"/> IRS mandates

**Withholding adjustments**

Add.withholding		USD	
Default formula	1 PERCENTAGE M...	Alternative formula	

**W-5 filing status**

EIC status	
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**Overrides (from Infotype 0234)**

Record valid from 06/23/2003 to 12/31/9999 delimited at end

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You will receive the message 'Record valid from \_\_\_\_ to \_\_\_\_ delimited at end. This will give the previous record an end date.



# Maintain W4/W5 Infotypes Infotype (0210)

Infotype Edit Goto Extras System Help

**Copy Withholding Info W4/W5 US**

Personnel No 6 status Active

EE group 1 Regular State Em... Personnel... DFA

EE subgroup UE Employee SSN 126-68-6878

Start 08/06/2004 to 12/31/9999

Status

Tax authority FED Federal Tax level A Federal

Filing Status 02 Married

Exemptions

Allowances

Tax Exempt Indicator ☐ IRS mandates

Withholding adjustments

Add.withholding USD

Default formula 1 PERCENTAGE M... Alternative formula

W-5 filing status

EIC status

Overrides (from Infotype 0234)

☒ Save your entries

9. Click to  
save infotype



# Maintain W4/W5 Infotypes Infotype (0210)

HR master data Edit Goto Extras Utilities Settings System Help

**Maintain HR Master Data**

Personnel no.  Name

EE group  Regular State ... Pers.area  DFA  
EE subgroup  Employee Cost Center  DFA

Personal Data Addtl. Employee Data Employment Issues Career Manage...

Infotype text   
Actions ☒  
Personal Data ☒  
Organizational Assignment ☒  
Addresses ☒  
Basic Pay ☒  
Family Member/Dependents ☒  
Residence Status ☒  
Additional Personal Data ☒  
Communication ☐

Period  
☒ Period  
Fr.  To   
☐ Today ☐ Curr.week  
☐ A11 ☐ Current month  
☐ From curr.date ☐ Last week  
☐ To current date ☐ Last month  
☐ Curr.period ☐ Current Year

Direct selection  
Infotype  STy

☒ Record created

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## Maintain W4/W5 Infotypes Infotype (0210)

Display Edit Goto Utilities Settings System Help

SAP

Detail View of Log

**DEMONSTRATION PURPOSES ONLY**

* /114 Base wage	1,421.81
* /301 T6 Withho1 01	1,421.81
* /301 T6 Withho1 02	1,421.81
* /303 T6 EE Soc1 01	1,421.81
* /304 T6 ER Soc1 01	1,421.81
* /305 T6 EE Medi 01	1,421.81
* /306 T6 ER Medi 01	1,421.81
* /310 T6 ER Unem 01	1,421.81
* /310 T6 ER Unem 02	1,421.81
* /401 TX Withho1 01	139.62
* /401 TX Withho1 02	68.37
* /403 TX EE Soc1 01	88.15
* /404 TX ER Soc1 01	88.15

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After you make any master data changes, always perform a payroll simulation to view the RT (Results Table) to determine how it will impact the employee's pay.

The /401 wage type will display the employee's federal tax withholding amount.



# Demonstration

## Maintain Bank Details Infotype (PA30)



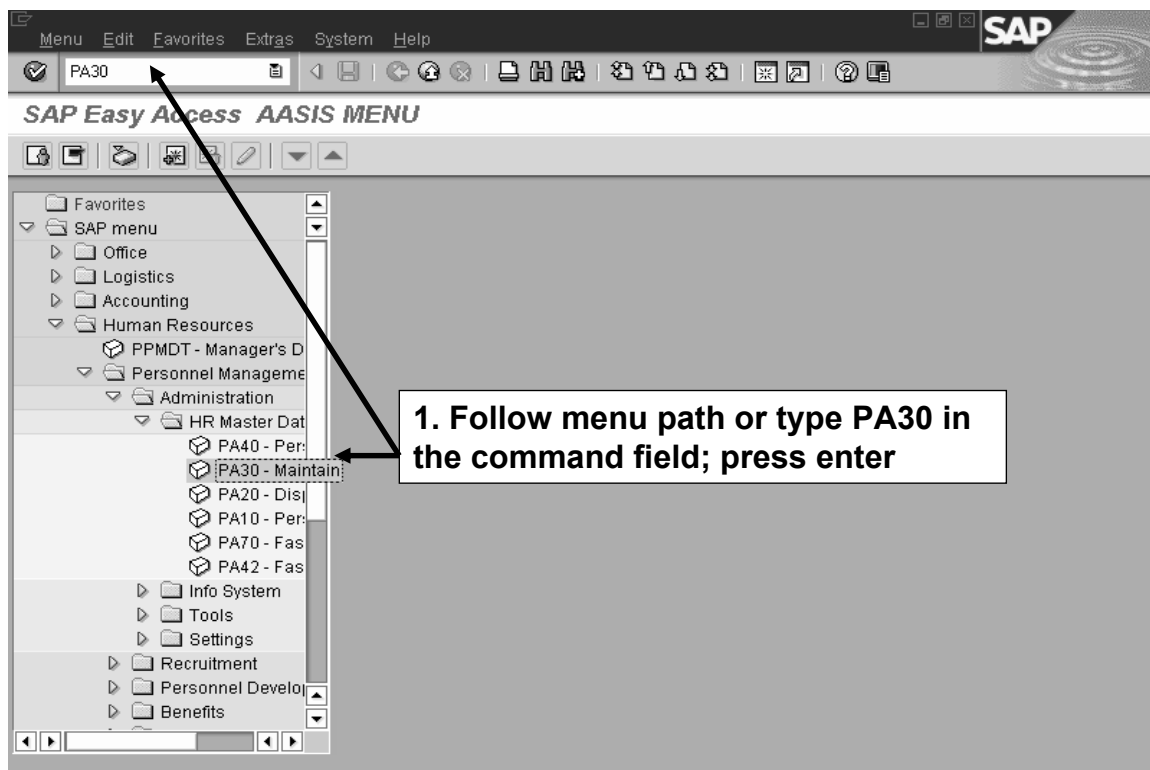


## EXERCISE SCENARIO

**An employee has requested that \$100 of their pay check go to a different bank. Maintain the employee's bank details record in AASIS to reflect the change**



## Maintain Bank Details Infotype (0009)



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The menu path is Human Resources > Personnel Management > Administration > HR Master Data > Maintain.



## Maintain Bank Details Infotype (0009)

HR master data Edit Goto Extras Utilities Settings System Help

**Maintain HR Master Data**

Personnel no. 14  
Name Lloyd Aker  
EE group 1 Regular State ... Pers.area FA02 DFA  
EE subgroup UE Employee Cost Center 383210 DFA

Personal Data Addtl. Employee Data Employment Issues Career Manage...

Infotype text E...  
Actions ☒  
Personal Data ☒  
Organizational Assignment ☒  
Addresses ☒  
Basic Pay ☒  
Family Member/Dependents ☒  
Residence Status ☒  
Additional Personal Data ☒  
Communication ☐

Period  
☒ Period  
Fr. To  
☐ Today ☐ Curr.week  
☐ All ☐ Current month  
☐ From curr.date ☐ Last week  
☐ To current date ☐ Last month  
☐ Curr.period ☐ Current Year  
Choose

Direct selection  
Infotype STy

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Always verify the employee's name before you process any master data changes.

## Maintain Bank Details Infotype (0009)

The screenshot shows the SAP HR Master Data maintenance interface. The title bar indicates 'HR master data' and 'SAP'. The menu bar includes 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The toolbar contains various icons for document management. The main window is titled 'Maintain HR Master Data'. Below the title bar, there are fields for 'Personnel no.' (14), 'Name', 'Area' (FA02 DFA), 'Employee' (UE), 'Cost Center' (383210), and 'DFA'. The 'Infotype' field is set to '0009'. A callout box points to the 'Copy' icon in the top toolbar, labeled '4. Click copy icon'. Another callout box points to the 'Infotype' field, labeled '3. Enter 0009 in Infotype field'.

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Infotype 0009 is Bank Details.

The copy icon will provide you with a history. **Never use the change or create icon when maintaining this infotype.**



## Maintain Bank Details Infotype (0009)

Infotype Edit Goto Extras System Help

Copy Bank

5. Enter the beginning of the current pay period

Personnel No	Name	Lloyd A...	Status	Active	
EE group	1	Regular State Em...	Personnel ar	FA02	DFA
EE subgroup	UE	Employee	SSN	126-60-6910	
Start	08/01/04	to	12/31/9999		

Bank details

Bank Details Type	Main bank
Payee	Lloyd Aker
Postal code / city	72116 North Little Rock
Bank country	USA
Bank Key	
Bank Account Number	Bank control key
Payment method	P Warrant for Payroll
Purpose	
Payment currency	USD

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The effective date entered in the 'Start' field, **MUST** be the beginning of the current pay period.



# Maintain Bank Details Infotype (0009)

Infotype Edit Goto Extras System Help

**Copy Bank Details**

Personnel No 14 Name Lloyd A... Status Active

EE group 1 Regular State Em... Personnel ar FA02 DFA

EE subgroup UE Employee SSN 126-60-6910

Start 08/01/04 to 12/31/9999

**Bank details**

Bank Details Type	Main bank
Payee	BR03
Postal code / city	Main bank
Bank country	Main bank details for Off-Cycle
Bank Key	Other bank
Bank Account Number	Other bank details for Off-Cycle
Payment method	Travel expenses
Purpose	
Payment currency	USD

6. Click on drop-down and choose Other Bank; press enter





## Maintain Bank Details Infotype (0009)

SAP

Infotype Edit Goto Extras System Help

**Copy Bank Details**

Personnel No 14 Name LLOYD A... Status Active

EE group 1 Regular State Em... Personnel ar FA02 DFA

EE subgroup UE Employee SSN 126-60-6910

Start 08/01/2004 to 12/31/9999

**Bank details**

Bank Details Type Other bank

Payee LLOYD AKER

Postal code / city 72116 North Little Rock

Bank country USA

Bank Key 011201526

Bank Account Number Bank control key

Payment method P Warrant for Payroll

Purpose

Payment currency USD

Standard Value USD

Standard Percentage

**7. Enter bank routing number. If the number is unknown, click the drop-down list and go to the next step**

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**Note: The 'Bank key' field is equivalent to the Bank routing number. Please remember to verify the validity of the numbers entered against proper documentation.**



# Maintain Bank Details Infotype (0009)

Infotype Edit Goto Extras System Help

**Copy Bank Details**

Personnel No 14 Name Lloyd A... Status Active

EE group 1 Regular State Em... Personnel ar FA02 DFA

EE subgroup UE

Start 08/

**Find bank**

Bank country US

Bank details

Bank Details Type

Payee

Postal code / city

City

Bank country

Bank number

Bank Key

SWIFT code

Bank Account Num

Bank Branch

Payment method

Purpose

House No/Street

Payment currency

Standard Value ☒ ☐

Standard Percentage

**8. Click continue (Optional)**

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## Maintain Bank Details Infotype (0009)

Bank Data (2) 25 Entries Found

**9. Double-click appropriate bank (Optional)**

Ct...	Bank Key	Name of bank	House number and stre...	City	Bank Bran...	SWIFT code	Bank numb..
US	011201526	Mighty Money Bank of Arkansas	88 Megabucks Dr.	Little Rock			011201526
US	051403915	Checkbouncers Bank of Arkansas	2721 Highrollers Lane	Little Rock			051403915
US	053201801	Filthy Lucre National Bank	2535 Sawbucks Ave.	Little Rock			053201801
US	053202318	Loot Keepers Bank of Arkansas	95 Treasure Trail	Little Rock			053202318
US	064003205	Parsimonial Bank and Trust	22 Tightwad Road	Little Rock			064003205
US	064102818	Cash Keepers Bank of Arkansas	25 Piggybank St.	Little Rock			064102818
US	064103367	Fistfullo Dollars Bank and Trust Co.	25 Eastwood Lane	Little Rock			064103367
US	081509290	Ragstoriches Bank of Arkansas	888 Moneypenny Ave.	Little Rock			081509290
US	081518375	Finders Keepers Bank of Arkansas	2 Losersweepers Lane	Little Rock			081518375
US	082007791	Casherino Bank of Arkansas	77 Casherino Circle	Little Rock			082007791
US	082901020	Dollarama Bank of Arkansas	65 Dollar Sign Drive	Little Rock			082901020
US	082901075	Dollars Galore Bank and Trust Co.	12 Dollarway Place	Little Rock			082901075
US	082901266	Plenty Peso Bank of Arkansas	89 Bigbuck Rd.	Little Rock			082901266
US	082901774	Lottsalira Bank of Arkansas	56 Moneybags Dr.	Little Rock			082901774
US	082974332	Moneybags National Bank	87 Lincoln Ave.	Little Rock			082974332
US	084101514	Big Buck Bank	76 Sweetcash Dr.	Little Rock			084101514
US	111101908	Money Lovers Bank	8995 Greedy Lane	Little Rock			111101908
US	113117411	Hawg Bank of Fayetteville	33 Razorback Road	Fayetteville			113117411
US	253272070	Nouveau Riche Bank of Arkansas	55 Beverly Hillbillies Ave.	Little Rock			253272070
US	281573042	Dollar Dealers Bank	68 Wooden Nickels Dr.	Little Rock			281573042
US	281573288	Insider Trading Investment and Banking Co.	5588 Shady Lane	Little Rock			281573288
US	281973558	Manywampum Bank of Arkansas	2121 Casheroo Ave.	Little Rock			281973558
US	282975018	Stingy Rate Bank and Trust Co.	99 Pennypincher Ave.	Hot Springs			282975018

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# Maintain Bank Details Infotype (0009)

Infotype Edit Goto Extras System Help

**Copy Bank Details**

Personnel No 14 Name Lloyd A... Status Active

EE group 1 Regular State Em... Personnel ar FA02 DFA

EE subgroup UE Employee SSN 126-60-6910

Start 08/01/2004 to 12/31/9999

10. Enter Bank account number

Postal code / city 72116 North Little Rock

Bank country USA

Bank Key 011201526 Mighty Money Bank of Arkansas

Bank Account Number 9992541256 Bank control key 02

Payment method P Warrant for Payroll

Purpose

Payment currency USD

Standard Value USD

Standard Percentage

11. Enter '01 for a checking account or '02' for a savings account in the Bank control key field



# Maintain Bank Details Infotype (0009)

Infotype Edit Goto Extras System Help

**Copy Bank Details**

Personnel No 14 Name Lloyd A... Status Active

EE group 1 Regular State Em... Personnel ar FA02 DFA

EE subgroup UE Employee SSN 126-68-6918

Start 08/01/2004 to 12/31/9999

Bank details

Bank Details Type Other bank

Payee Lloyd Aker

Postal code / city 72116 North Little Rock

Bank country USA

Bank Key 011201526 Mighty Money Bank of Arkansas

Bank Account Number 9992541256

Payment method D Warrant for Payroll

Purpose

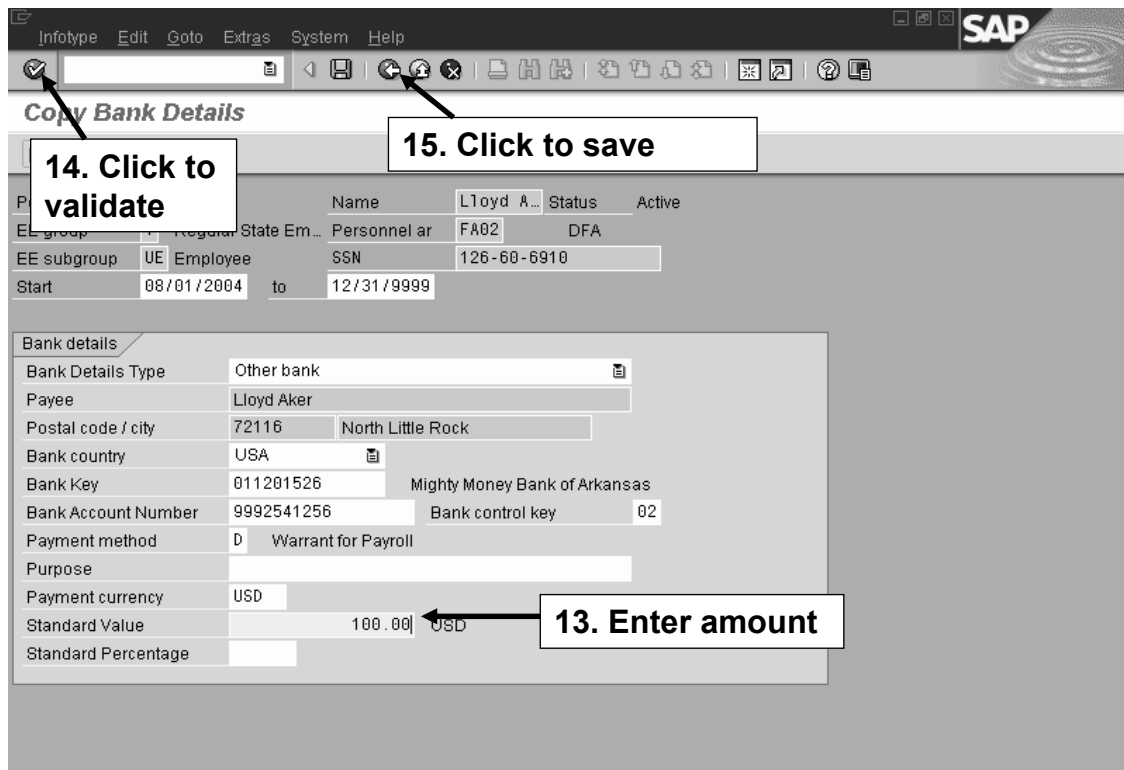
Payment currency USD

Standard Value USD

Standard Percentage

**12. Enter 'D' for Direct Deposit**

## Maintain Bank Details Infotype (0009)



**Copy Bank Details**

**14. Click to validate**

**15. Click to save**

Name: Lloyd Aker Status: Active  
 EL group: Regular State Em... Personnel ar: FA02 DFA  
 EE subgroup: UE Employee SSN: 126-60-6910  
 Start: 08/01/2004 to: 12/31/9999

**Bank details**

Bank Details Type: Other bank  
 Payee: Lloyd Aker  
 Postal code / city: 72116 North Little Rock  
 Bank country: USA  
 Bank Key: 011201526 Mighty Money Bank of Arkansas  
 Bank Account Number: 9992541256 Bank control key: 02  
 Payment method: D Warrant for Payroll  
 Purpose:  
 Payment currency: USD  
 Standard Value: 100.00 USD  
 Standard Percentage:

**13. Enter amount**



## Maintain Bank Details Infotype (0009)

Display Edit Goto Utilities Settings System Help

SAP

Detail View of Log

Form

* /550 Statutory		902.66
* /559 Payment	01	100.00
* /559 Payment	02	802.66
* /560 Amount to		902.66
* /5PY Good Money		1,200.00
* /5U0 Tot EE tax		297.34
* /5U1 Tot ER tax		91.80
* /5U3 Number of	1.00	
* /5UA Gen Taxabl		1,200.00
* /5UB Tax base w		1,200.00
<b>DEMONSTRATION PURPOSES ONLY</b>		
* /5UW Number of	02	2.00
* /601 TB Withhol	01	1,200.00

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After you make any master data changes, always perform a payroll simulation to view the RT (Results Table) to determine how it will impact the employee's pay.

Wage type /559 Payment is the net pay for the employee.